

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: CUSTODIAN
CLASS CODE: 602**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is cleaning all of the county offices. This class is responsible for vacuuming, dusting, mopping, stripping, buffing, cleaning carpet, cleaning restrooms, trash disposal, and maintaining supply stock. This position is under the direct supervision of the Grounds Maintenance Supervisor.

ESSENTIAL TASKS

Vacuuming, cleaning restrooms, mopping, dusting, trash pick up, maintain supplies, stripping floors, carpeting cleaning, and buffing. Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

None.

PEOPLE INVOLVEMENT:

Follows instructions and orders of supervisor.

INVOLVEMENT WITH THINGS:

Handles or uses machines, tools, or equipment that require brief instruction or experience such as hand and power tools, buffers, floor polishers, vacuum sweepers, hand-held power equipment, or other similar equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS

Performs semi-routine work solving occasional problems.

MATHEMATICAL REQUIREMENTS:

Performs basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Read sentences, instructions, regulations, procedures, or work orders; writes using normal sentences and completes routine job forms and incident reports, speaks compound sentences using proper grammar.

MENTAL REQUIREMENTS:

Performs simple, repetitive manual tasks following a few definite procedures; performs minor short term planning; requires little attention for accurate results.

CUSTODIAN

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Makes a few decisions, affecting only the individual.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school, GED, or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);

Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

EXPERIENCE REQUIREMENTS

Requires over one month and up to and including three months.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light to medium work that involves walking or standing virtually all of the time, exerting between 20 and 50 pounds of force on a recurring basis, considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

Dusts and pollen, extreme heat and/or cold, wet or humid conditions, vibration, fumes and/or noxious odors, moving machinery, disease/pathogens, and toxic/caustic chemicals.

SENSORY REQUIREMENTS:

Hearing, speaking, and sense of smell.

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

CUSTODIAN

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.